

Robert Donley, President
Jessie Brantley
Chris Heard
Dawn King

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
REGULAR MEETING

Mark Martelli
Chad Rankin
Bill Schick
Scott Jones, Chief Executive Officer

February 10, 2020

The Dickinson Economic Development Corporation met in a duly called and announced **REGULAR MEETING** on **Monday, February 10, 2020, at 6:30 p.m.** The meeting was held in the City Council Chambers located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

President Donley called the meeting to order at 6:30 p.m. Board Members present were as follows: President Robert Donley, Board Members, Jessie Brantley, Mark Martelli, Bill Schick, Chad Rankin and Chris Heard. Also present were DEDC Chief Executive Officer Scott Jones, DEDC Attorney Beverly West. Absent was Board Member Dawn King.

ITEM 2.) PUBLIC COMMENT: Public comments are welcome. Please fill out a request on a comment card, state your name and address, limiting your time to 3 minutes.

None.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of the Dickinson Economic Development Corporation's January 13, 2020 Regular Board Meeting.

Board Member Bill Schick made a motion to approve the meeting minutes of the Dickinson Economic Development Corporation's January 13, 2020 Regular Board Meeting. Board Member Mark Martelli seconded. There being no discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 4.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Chief Executive Officer's Report

Scott Jones stated that over the past few weeks he attended the Bay Area Houston Economic Partnership Annual Quasar Award banquet also, met with the Small Business Development Center in League City to discuss small business assistance and programs.

Gulf Coast Public Market: Board tabled current architect's proposal last meeting; staff researched private developer's suggestion to potentially relocate the market from 3.5 acres downtown Dickinson to 19 acres located on I-45 South and co-develop alongside his complimentary mixed use development being discussed; potential benefits and negatives being considered by Board Members; staff prepared a PowerPoint presentation showing comparison of sites. Next step; working on draft RFP for architectural service to be bid on including redesign to 30 kilometer square footage size. Attorney Beverly West and staff completed conference call with Economic Development's Project Manager and Project Engineer to determine issues with site relocation if Board determined optimally beneficial: will require 4-6 months, approval of application revisions, new site engineering and Economic Development Grant Administration Plan. Outsourced contractor awaiting engineer selection; confirmed with City Finance Dept. \$796K+ spent to date on Gulf Coast Public Market project, including property purchases and \$94,568 billed to date of a \$728,140 contract with Engberg Anderson Architects and Shelmark Engineers.

Office Lease: Staff and Legal negotiated a Triple Net Lease of potential office space at 1621 FM 517 Road East being discussed at Executive Session. No response received regarding Dickinson Economic Development's proposed lease of its pro-rate share of Historic Depot facility received to date from City of Dickinson.

Audit: Still requesting proposals from public accounting firms, one bid received so far; City's Finance Director says City auditor should have their audit complete in February 2020 with a report due in March. Still soliciting proposals from qualified firms.

Dickinson Economic Development Corporation Financial Policies and Accounts: City Finance Director has communicated new Dickinson Economic Development Corporation's bank account signature cards with 3 financial institutions being utilized. Staff and Legal completed a new DEDC Financial Policies with expenditure limitations being considered by the Board. Discussed with City Administrator replacement of the Administrative Services Agreement with City Administrator and prepared DEDC Personnel Policy and DEDC Investment Policy.

Hughes Road Property: Discussions with 2 potential developers. Staff and Legal negotiated a purchase agreement on 36+- or the 45 acres for residential use.

I-45 South Property: Discussions with a potential developer regarding future development of the 19 acres for mixed use to combine Gulf Coast Public Market with the developer's future master plan; in negotiations on property Letter of Intent.

- ITEM 5.) CONSIDERATION AND DISCUSSION CONCERNING:** Financial report from the City of Dickinson Finance Department, including updates by City of Dickinson Finance Director Kristen Woolley on the upcoming City financial audit, status of bank account signature documents executed and forwarded for action, and answers/clarifications to any financial questions.

Finance Director Kristen Woolley was unable to attend Dickinson Economic Development Regular Meeting on February 10, 2020. Therefore, updates will be provided at next DEDC Regular Meeting.

ITEM 6.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Consideration of application submitted for the 2019 Holiday Light Reimbursement Program by Transform My Dog.

Board Member Jessie made a motion to approve the application for the 2019 Holiday Light Reimbursement Program for Transform My Dog. Board Member Chad Rankin seconded. There being no discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 7.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Approval of Amendment of the Dickinson Economic Development Corporation Financial Policies.

Board Member Chad Rankin made a motion to accept the Dickinson Economic Development Corporation's Financial Policies and Procedures removing item number five. Board Member Mark Martelli seconded. There being no discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 8.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Approval of Dickinson Economic Development Corporation Personnel Policies.

ITEM 8.) Tabled for further discussion.

ITEM 9.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Approval of the License Agreement with Maceo Spice & Import Co. for the use of the Dickinson Economic Development Corporation lot at 4512 Hwy 3, Dickinson, Texas for parking during the Italian Festival to be held on March 14, 2020, and authorizing the Board President to sign the Agreement.

Board Member Mark Martelli made a motion to approve the License Agreement with Maceo Spice & Import Co. for the use of the Dickinson Economic Development Corporation lot at 4512 Hwy 3, Dickinson, Texas for parking during the Italian Festival to be held on March 14, 2020. Bill Rankin seconded. There being no discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

- ITEM 10.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:**
Approval of Applications received for consideration for reimbursement under the Dickinson Economic Development Corporation Exterior Improvement Reimbursement Grant Program.

ITEM 10.) Tabled Exterior Improvement Reimbursement Grant Program Application for Joseph Kelly JLKSSC Inc. (Park Place Apartments) for rewording of Item #16.) on submitted application.

- ITEM 11.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:**
Approval of the Lease Agreement with Garrett Property & Asset Management, LLC for office spaces for the Corporation at 1621 FM 517 E, Suite A, Dickinson, Texas 77539

Board Member Bill Schick made a motion to accept the Triple Net Lease Agreement with Garrett Property & Asset Management, LLC for office spaces for Dickinson Economic Development Corporation at 1621 FM 517 E, Suite A, Dickinson, Texas 77539. Board Member Mark Martelli seconded. There being no discussion, President Donley called for the vote.

Vice President Jessie Brantley stated he has a personal friendship with Mr. Steven Garrett and therefore he will abstain from the vote.

VOTE:

5 AYES (Donley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

- ITEM 12.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** The Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551, of the Texas Government Code, in accordance with the authority contained in:

- A. Texas Government Code Section 551.071 (entitled "Consultation with Attorney") and Section 551.072 (entitled "Deliberation Regarding Real Property") regarding the purchase, exchange, lease or value of real property regarding property owned on Hughes Road.
- B. Texas Government Code Section 551.071 (entitled "Consultation with Attorney"), Section 551.072 (entitled "Deliberation Regarding Real Property") regarding the purchase, exchange, lease or value of real property, and Section 551.087 (entitled "Deliberation Regarding Economic Development Negotiations") regarding property owned on I-45.

- C. Texas Government Code Section 551.072 (entitled "Deliberating Real Property") regarding the purchase, exchange, lease or value of real property, and 551.087 (entitled "Deliberation Regarding Economic Development Negotiations") regarding property owned on Highway 3.

President Robert Donley recessed the regular meeting at 8:14 p.m.

ITEM 13.) DIRECTION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

None.

ITEM 14.) RECONVENE:

President Robert Donley reconvened the regular meeting at 9:39 p.m.

ITEM 15.) ADJOURN

President Robert Donley called for a motion to adjourn. Board Member Bill Schick made a motion to adjourn and Board Member Jessie Brantley seconded. There being no discussion, President Robert Donley called for a vote.

VOTE:

6 AYES (Donley, Brantley, Heard, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

The meeting adjourned at 9:39 p.m.



Robert Donley, President